

July 20, 2005

PIM #05-03

MEMORANDUM

TO: District Directors
Environmental Health Managers
Food Standardization Officers
Division of Food and Environmental Services Staff

THROUGH: Robert B. Stroube, M.D., M.P.H.
State Health Commissioner

FROM: Gary L. Hagy, Director
Division of Food and Environmental Services

SUBJECT: Temporary Establishment Fees

This PIM revises the Department's policy regarding the collection of fees for temporary restaurants. It replaces PIM #05-02 which is hereby rescinded.

Please insert this document in your PIM manual and distribute copies to all persons in your district working in your foodservice protection, hotel, campground, and summer camp programs. This PIM is effective immediately.

If you have any questions, please contact me at 864-7455.

- Program:** Food
- Subject:** Fees for Temporary Food Establishments
- Objective:** This PIM changes the period during which the temporary restaurant fee is valid from fiscal year to calendar year, i.e., all temporary fees expire on December 31 of the year in which they are paid.
- Authority:** The 2002 Appropriation Act, Chapter 899 authorized the Commissioner of Health to develop: 1) a plan and specification review fee, and 2) an annual permit renewal fee, which may be collected from all establishments, except K-12 public schools, that are subject to inspection by the Department of Health (VDH) pursuant to *Code* §§ 35.1-13 (hotels), 35.1-14 (restaurants), 35.1-16 (summer camps) and 35.1-17 (campgrounds). The bill authorizes the Commissioner to charge a fee for each of these items, not to exceed \$40 per year. When both fees are applied to a single facility, the combined total of the fees may not exceed \$80. Any establishment that is subject to any health permit fee, application fee, inspection fee, risk assessment fee or similar fee imposed by any locality as of January 1, 2002, shall be subject to the annual permit renewal fee only to the extent that the VDH fee and locally imposed fee, when combined, do not exceed \$40.
- Procedures:** Effective immediately, the \$40 fee for temporary food permits will expire on December 31 in the calendar year for which it was paid. No other changes to the fee structure are implemented with this PIM. Any fees paid after January 1, 2005 will expire on December 31, 2005. For the period July 1, 2005 through December 31, 2005, the temporary permit fee shall be \$20, which will expire on December 31, 2005. Anyone who paid a \$40 fee effective on or after July 1, 2005 shall be contacted and asked to request a \$20 refund and advised the fee expires on December 31, 2005.
- Enforcement:** Enforcement of the fee requirements remain the same as identified in PIM #02-04.
- Responsibility:** The district Environmental Health Manager is responsible for the implementation of these procedures by the district Environmental Health Specialists.
- Effective Date:** Immediately.

Approved by: _____
State Health Commissioner